

**SAMPLE**  
**OWNER NOTIFICATION LETTER**

[Date]

[Recipient Name]

[Address]

[City, State/Province Zip/Postal Code]

***NOTICE OF UNCLAIMED FUNDS AND/OR PROPERTY***

Our records indicate that you appear to be the owner of the funds or property listed below. No transaction or other activity has been noted for a significant period of time.

*[Amount of funds, or type of property, including any additional information which would assist the owner in identifying the account]*

If you have an interest in these funds or property and wish to prevent the funds or property from being reported to the South Carolina State Treasurer's Office as unclaimed as required by the South Carolina Uniform Unclaimed Property Act, please sign this notice and return it to: *[company name and address]*.

**IF A RESPONSE IS NOT RECEIVED WITHIN THIRTY DAYS FROM THE DATE OF THIS NOTICE, THE FUNDS AND/OR PROPERTY WILL BE CONSIDERED UNCLAIMED AND WILL BE TRANSFERRED TO THE SOUTH CAROLINA STATE TREASURER'S OFFICE BY NOVEMBER 1.**

The funds will be available from the South Carolina State Treasurer's Office after January 1, 2009. You can contact them at:

South Carolina Office of State Treasurer

Unclaimed Property Program

PO Box 11778

Columbia, SC 29211

(803) 737-4771 (803) 734-2668 (fax) [payback@sto.sc.gov](mailto:payback@sto.sc.gov)

Please sign below to acknowledge ownership of the above-listed funds.

<hr/> <b>Signature</b>  <hr/> <b>Print Name</b>  <hr/> <b>Print City &amp; State</b>	<hr/> <b>(Joint Owner Signature)</b>  <hr/> <b>Print Street Address</b>  <hr/> <b>Print Zip Code</b>
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